



Medi-Cal Health Care Program Update

"TO ENRICH LIVES THROUGH EFFECTIVE AND CARING SERVICE"

March 08

In this issue:

- Requirement to complete the Medical Support Questionnaire CW 2.1(Q)
- 10 days to submit the disability referral packet to SP-DDSD.
- Confidentiality of Case Records.
- Terminating a case when family moves "Out of State".
- Requesting Immigration Status information thru Systematic Alien Verification to Entitlement (SAVE).
- LOA Corner: Q & A's



MEDICAL SUPPORT REFERRAL

This is to inform staff that the CW 2.1(Q) Support Questionnaire form is now available in LEADER and can be printed for Medi-Cal cases. To generate this form, the Eligibility Worker must complete the Caretaker tab information in the **Absent Parent/Unmarried Parent Summary** screen in LEADER, which is accessed through the *Data Collection* Sub-System. LEADER will generate this form in English and Spanish, but the form must still be completed manually (out of drawer) for all other threshold languages.

Completion of the CW 2.1(Q) is mandatory for the unmarried parent(s) in the assistance unit requesting Medi-Cal benefits.

Note: The Support Questionnaire for Child/Medical Support CW 2.1 form is not yet generated by LEADER and must still be completed manually (out of drawer).

Reference: Medi-Cal Eligibility Procedures Manual Article #23.



REMEMBER.....TEN !!!



Yes, we have ten (10) days to submit the disability referral packet to the State Programs-Disability Determination Service Division (SP-DDSD) starting from the date the Medi-Cal application based on disability is received at the District Office, or the date the Medi-Cal beneficiary informs the County he/she is disabled. If unable to submit the disability packet timely due to circumstances beyond the control of the County, do not forget to document the reasons for the delay in Case Comments.

Source: MEM Section 50167 (a)(D)

Confidentiality of Case Records



This is a reminder to all eligibility staff to log off/lock their computers. Federal Medicaid law requires that medical information on applicants and beneficiaries must be kept confidential and State Medicaid agencies must insure proper safeguards are in place.

To protect the participant's confidentiality, staff must ensure that their computers are logged off/locked and all case records are properly filed when walking away from their desk or leaving the work area for break or lunch. This also applies to MEDS and/or LEADER screen prints which should be turned face down when the Eligibility Worker leaves their desk.

Ref: ACWDL 08-04 Dated 02/05/08



Terminating a case when family moves "Out of State"

When terminating a case due to participant/family "moving out of state" Eligibility staff must update the following LEADER screen for each individual in the household:

- "Individual Attributes Summary" *
- Click on the Detail button,
- Change the " LA Resident" field from Yes to No
- Change the " CA Resident" field from Yes to No
- Run EDBC.

* These actions will generate the appropriate NOA informing the beneficiary that their Medi-Cal benefits will be discontinued at the end of the month.

NOTE: Updating "Case Individual Summary" only; or changing the answer to the "Applying for aid" field from Yes to No will not generate the correct NOA.

LOA CORNER

QUESTION: Is there a centralized office that handles the issuance of Letters of Authorization (LOA), MC 180 for **SSI recipients**?

ANSWER: No, there is none. Districts are to handle and process the requests for MC 180s from SSI recipients as they are received regardless of whether they had a prior Medi-Cal case with us or not. All required conditions for MC 180 issuance must be met before an MC 180 can be issued.

QUESTION: What do we write on the "Date of Approval (SSI only)" field of the MC 180?

ANSWER: Generally, this date will correspond to SSI/SSP Notice of Action (Award Letter) date. If the Award Letter is not available, the date on the State Data Exchange (SDX) report may be used. Medi-Cal Program is available to assist districts at all times.

Reference: Clarifications received from the Department of Health Care Services, 08/23/07 and 12/20/07

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Systematic Alien Verification To Entitlement (SAVE)

The Systematic Alien Verification To Entitlement (SAVE) System is a fast and convenient method of requesting immigration status information from the United States Citizenship Immigration Services (USCIS).



To generate a SAVE abstract, the Eligibility Worker (EW) must enter the Alien Number on the *Individual Attributes Summary* screen on LEADER. The SAVE abstract will automatically be generated via an interface with USCIS within one or two days. The SAVE document is returned via the MEDS printer and distributed to the appropriate EW by the Terminal Operator.

- If Satisfactory Immigration Status (SIS) is confirmed the response on the SAVE document will read "Legal Permanent Resident employment authorized."
- If it is not confirmed, the response will read, "Institute Secondary Verification." If a Secondary Verification is required, you send a legible photocopy (front and back) of the unexpired documentation provided by the applicant along with a completed G-845 to USCIS.
- If all other eligibility requirements are met (including linkage), full scope Medi-Cal benefits shall be approved pending immigration status confirmation from USCIS.

The SAVE abstract and the G845 documents must be filed in the Documentation folder and retained in the case record permanently. Document case comments.

Please Note:

If a SAVE abstract is generated via an on-line transaction to MEDS, staff shall ensure that a three-digit District Code is used on MEDS. For example, if the case is located in district number "06", staff shall input "006" in the District Code field on MEDS. Failure to use a three-digit District Code may prevent the abstract from being distributed to the proper location.

Reminder: A SAVE abstract must be requested for all persons with an Alien Registration number at each annual redetermination.

Medi-Cal Eligibility Procedures Manual Article No. 7



Remember how it felt when you were little and you found the most Easter eggs

Well, that's how it feels to go to the DPSS Website and see all those Medi-Cal Program Newsletters waiting to be found.

You can put as many past and current Newsletters in "Your Easter basket" as you want. The DPSS website is www.ladpss.org; once there, just click on the "Medi-Cal Monthly Updates" link. You will also see the Index and Table of Contents which make it easy to find articles published in past issues of the Newsletter.